

ED 373 901

PS 022 641

AUTHOR Henry, Jeanie
TITLE How To Start a Licensed Child Care Home.
INSTITUTION Alaska State Dept. of Health and Social Services,
Juneau. Div. of Family and Youth Services.
PUB DATE Jun 94
NOTE 19p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Business Administration; *Certification; Check
Lists; *Day Care Centers; Early Childhood Education;
*Family Day Care; Guidelines; Parent School
Relationship; *Program Implementation; Resource
Materials; State Standards
IDENTIFIERS Alaska

ABSTRACT

This booklet was designed as a resource for people applying for a license as a family child care home or a family child care group home under Alaska state licensing requirements. Following an introduction that explains the difference between the two types of child care homes, the booklet considers the following topics: (1) choosing family child care as a career; (2) child care licensing, its purposes and benefits; (3) how to get a child care license; (4) family child care as a business, focusing on such considerations as policies, record keeping, income taxes, and insurance; and (5) family child care as a profession, including a list of organizations in Alaska that can provide information, training, and financial aid opportunities. Separate checklists for home and group home license applicants are provided, listing documents to be submitted, items the licensor will check for during a home visit, and documents that need to be available for the licensor's review. State licensing requirements for both types of child care homes are also provided, covering staff, safety, health, equipment and supplies, nutrition, number of children, program objectives, discipline, and parents. A directory of child care licensing offices and sources for information and assistance concludes the booklet. (AC)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *



PS
U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

X This document has been reproduced as
received from the person or organization
originating it.

□ Minor changes have been made to
improve reproduction quality.

• Points of view or opinions stated in this
document do not necessarily represent
official OERI position or policy.

How To Start a Licensed Child Care Home

June, 1994

State of Alaska, Walter J. Hickel, Governor
Dept. of Health and Social Services, Margaret R. Lowe, M. Ed., Ed S., Commissioner
Division of Family and Youth Services, Deborah R. Wing, Director

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY

Jean Henry

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

Author's note

This booklet is a resource for people applying for a license as a family child care home or a family child care group home. We have generally used the terms "family child care" and "home child care" interchangeably. Information applying only to child care centers is not included.

Many people contributed to this project by sharing their time and expertise. Special thanks to those who reviewed the drafts and made invaluable constructive suggestions.

Funding for this project was largely through the federal Child Care and Development Block Grant, whose goal is to increase the quality, availability, and affordability of child care.

I would like to receive your comments and suggestions for future editions. Please send communications to:

Jeanie Henry
Alaska Division of Family and Youth Services
P.O. Box 110630
Juneau, AK 99811-0630
(907) 465-3207



CONTENTS

Introduction	2
Choosing Family Child Care as a Career	2
Child Care Licensing	3
How to Get a Child Care License	4
Family Child Care as a Business	6
Family Child Care as a Profession	8
Checklist for Family Child Care Home License Applicants	9
Checklist for Family Child Care Group Home License Applicants ..	10
Family Child Care Homes: Summary of State Licensing Requirements	11
Family Child Care Group Homes: Summary of State Licensing Requirements	12
Directory	13



INTRODUCTION

This booklet will:

- Help you decide if family child care is a good career for you
- Explain child care licensing
- Tell you how to apply for a license
- Give tips on starting a child care business
- Discuss child care as a profession

It is written for people applying for a family child care home or family child care group home license. Child care center licensing is not included. Licensing information applies to child care throughout Alaska, except providers in Anchorage caring for seven or more children unrelated to them. (They are covered by Anchorage licensing regulations.)

The Division also publishes a *Guidebook for Licensed Child Care Homes* which covers licensing in more detail.

The State licenses two kinds of child care homes. A **family child care home** is a home where child care is provided for no more than 8 children under the age of 12 (including children related to the caregiver). There may be no more than 3 children under 30 months old or with special needs. No more than 2 children may be non-walking. There always must be at least one caregiver present.

A **family child care group home** is a home where child care is provided for 9 to 12 children under the age of 12 (including children related to the caregivers). There may be no more than 5 children under 30 months old or with special needs. No more than 4 children may be non-walking. There must be at least 2 caregivers present in most cases. (Under certain

conditions, one experienced caregiver may care for up to 12 older children.)

Family child care is the most frequently used away-from-home care. Parents, especially parents of infants and young children, choose family child care for many reasons:

- Small groups with more individual attention for children
- Flexible child care hours
- Nighttime and week end care
- Home like atmosphere
- Less structured programs
- Brothers and sisters of different ages may be in one care setting
- Adaptable to family emergency needs, such as care of mildly ill children

CHOOSING FAMILY CHILD CARE AS A CAREER

To decide whether family child care is a good career choice for you, consider the satisfactions and demands of the job. Balance these against your personal characteristics, interests and goals. An excellent book for people considering home child care is *Opening Your Door to Children: How To Start a Family Day Care Program*. (This book may be available at child care resource and referral agencies or your local library.)

Some satisfactions of family child care are:

- You provide valuable services for children and families
- You can care for your own children while contributing to your financial support
- As an independent business person, you are your own boss, manage your own time, and



set your own hours

- You use your creative, nurturing and organizational skills

Family child care can be a rewarding career. Careful planning and realistic expectations will increase your success. Providers who leave the field may do so because their expectations were different from reality. Perhaps the impact on their family was greater than expected, or their income fell short of expectations. Ask yourself:

- How many children will I care for?
- What ages will I care for?
- During what hours will I provide care?
- How will this affect my family?
- What fees will I charge?
- Is family child care financially feasible for me? (Try making a budget of how much income you will need to cover your living expenses.)

Discuss your child care plans with your family. A home child care business affects each family member, and you will need your family's support. Be sensitive to their concerns. Planning together promotes cooperation.

Where can you get more information?

The Alaska Division of Family and Youth Services (DFYS) and child care resource and referral agencies (R&Rs) are good sources of information about family child care. They answer questions, offer suggestions and provide orientation and training. The R&Rs are: Child Care Connection in Anchorage, Child Care Options in Fairbanks, and Child Care Resources in Juneau. (See the Directory for addresses and phone numbers.)

Experienced licensed providers are an excellent source of day-to-day practical details. You may want to visit providers or serve as a volunteer or substitute in a child care home. DFYS can

give you a list of licensed providers in your community. If local caregivers have regular meetings, attending these is helpful.

CHILD CARE LICENSING

What is the purpose of licensing?

The purpose of licensing is to reduce risks to our most vulnerable citizens. It is a preventive service that is an important part of our system for protecting children. Programs that protect and nurture children benefit all of us--our children, our families, and our communities.

Licensing sets standards for an acceptable level of care. Child care homes must meet at least the level of quality specified in the child care facility regulations to operate legally. The regulations reflect the public understanding of the bottom line of acceptable quality to meet the needs of children in care. Many regulations are common sense health and safety provisions.

Who is required to be licensed?

Alaska law requires that persons who regularly provide care in their home for five or more children under age 12 who are unrelated to them must be licensed.

Why should you get licensed?

Licensing, in addition to its primary benefit of protecting children, benefits caregivers. Some economic benefits and financial aid are available only to licensed providers.

The Child Care Food Program partially reimburses licensed caregivers for food served to children. The program promotes balanced, nutritious meals.



The Child Care Grant Program provides monthly grants to licensed homes. Homes may use grants for a wide variety of purposes such as salaries, training, supplies and equipment. The grant amount varies from year to year and depends on state funding. In 1993 the grant was about \$23 per child per month.

The Day Care Assistance Program (DCAP) makes your services available to low and moderate income families. DCAP pays a portion of child care fees for eligible parents who are working, in training, or seeking employment. Parents select the child care provider and DCAP pays the provider.

Individual Reimbursement Fund (IRF) may reimburse some education and training costs.

Some other benefits of being licensed:

- Licensing may help you find families needing child care. Some parents will consider only licensed care.
- Purchasing insurance may be easier.
- Licensing brings you in contact with other providers and with training and support.
- Licensing gives you official recognition.
- Licensing promotes parent education.
- Licensing allows investigation of illegal unlicensed care.

Who licenses child care homes?

The Division of Family and Youth Services (DFYS) licenses child care homes and centers throughout Alaska, except for some child care in Anchorage. Local agencies may perform part of the licensing evaluations. Child care on military bases is licensed by the military.

Licensing in Anchorage

The Municipality of Anchorage does the initial licensing evaluations of family child care

homes in Anchorage. The Municipality also licenses child care centers in Anchorage. If you are not sure where to begin the licensing process, call your local DFYS office.

Is there a fee for a child care license?

DFYS does not charge a fee for a child care license. However, there are some expenses associated with becoming licensed. For example, you will need smoke detectors and fire extinguishers if you do not already have them. You may need to buy toys, bedding and other supplies. There will probably be a charge for your first aid and CPR training. You need a state business license which costs \$50 for a 2 year license.

HOW TO GET A CHILD CARE LICENSE

● **Getting started: attend a licensing orientation meeting.** Anchorage, Fairbanks and Juneau have regular orientations that last about 1-2 hours. Participants receive a licensing packet and an introduction to getting licensed. Contact your local DFYS Office for details. If your community does not have orientations, request a licensing packet from DFYS. (See Directory for DFYS offices.)

● **Submit your license application.** Complete an application form for either a family child care home or group home. On the application, you will list names and addresses of three people, unrelated to you, who can provide personal references for you. To avoid a delay, supply full, accurate addresses and phone numbers of people who will promptly respond to a request for a reference.



- **Make a written emergency evacuation plan for your home.** Draw a floor plan of your home and mark all escape routes. Show safe ways out of each room. Plan how to evacuate all children, including children who cannot walk. Identify a meeting place outside so you can make sure everyone is out of the home.

- **Write your child care policies.** Your policies describe the services you offer, ages and number of children, hours of operation, etc. Check with a licensor to find out topics your policies must address. You give your policies to parents of children in your care and to DFYS.

- **Prepare a sample daily schedule and plan of activities.** Parents will want to know about a usual day in your home.

- **Provide tuberculin clearance for yourself, your staff, and occupants of your home who are over age 16.** Tuberculin testing is available from various health care agencies.

- **Complete CPR (cardiopulmonary resuscitation) training and first aid training.** When children are in care, there must always be a caregiver present with CPR and first aid training. The preferred type of training depends on the ages of children in your care. If you care for young children from birth through age 8, infant and child (pediatric) CPR and first aid are strongly recommended. If you care only for older children, regular first aid and CPR are better. Training may be available from the Red Cross, resource and referral agencies, fire departments, etc.

- **Make your home "fire safe."** You need a smoke alarm and fire extinguisher on each level of your home. You need safe exits and heating appliances, safe storage of flammable liquids, etc. Building requirements depend partly on the

number of children that you care for. **Group homes** must get clearance from fire prevention authorities before receiving a child care license.

- **Get necessary supplies.** Some things you need are:

- Toys and learning materials appropriate for the ages of children in care (for example, books, puzzles, art supplies, active play equipment, games and building toys)
- Bedding, cots or mats
- First aid supplies
- Smoke detectors and fire extinguishers
- If you care for an infant or toddler: crib or playpen, high chair, diaper changing area.

- **Make your home a safe and healthy setting for children.**

- Have safe drinking water and sewage systems
- Place child proof cover caps in electrical outlets
- "Childproof" your home. A licensor will open drawers, closets and cupboards within reach of children to make sure there are no dangerous items, such as:
 - Sharp knives, scissors
 - Medicines and vitamins
 - Detergents and cleaners
 - Liquor and other hazardous liquids
 - Guns and ammunition
 - Liquid cosmetics
 - Any kind of spray
 - Hazardous office or sewing supplies
 - Matches and cigarette lighters
 - Dangerous tools in or outside the home

- **Administrators of GROUP HOMES must get fingerprinted for a criminal justice information check.**

- **Have a home visit from a licensor.** A licensor will schedule a visit of several hours



with you in your home to discuss licensing requirements with you and check to see if your home meets health, safety, and child development standards.

Requirements of other agencies

In addition to child care licensing requirements, homes must meet requirements of some other agencies. All Alaskan businesses, including child care, need an Alaska Business License from the Alaska Division of Occupational Licensing. (See Directory.) Homes caring for more than 6 children are subject to some fire safety requirements of the Alaska Division of Fire Prevention. Some local governments have zoning rules to regulate land use that may affect where child care homes may be located.

FAMILY CHILD CARE AS A BUSINESS

Successful providers are skilled business people as well as warm and loving caregivers. This is especially important if you are depending on your child care income. Even if you are not, paying careful attention to the business aspects of your program makes your job more satisfying. Most of the tips that follow are not licensing requirements, but can help you succeed in business.

Write your child care policies

Written policies explain your program. They help parents understand your services and decide whether your program is right for their child. Policies prevent misunderstandings by promoting a clear understanding between yourself and parents about what you expect of each other. Policies cover fees, payment sched-

ules, hours of care, vacations, sick children, discipline methods, substitute child care, etc.

Write a parent/provider contract

A contract lists services, fees, payment policies, hours, etc. It is a written record of what you and the parents agree to. You do not need to use legal language, just use your own words and write as clearly as possible. A contract can reduce misunderstandings with parents.

Set up a record keeping system

Think of your records as a business tool. You need accurate records to prepare tax returns, participate in the Food Program or receive Day Care Assistance payments, meet licensing requirements, and measure your business success. Setting up an efficient record keeping system will pay off.

Set up files for the records you need. The files might include:

- **Financial files** (income and expense records, tax numbers, business insurance policies, attendance records, etc.)
- **Children's files** (emergency information cards, enrollment forms, parent contracts, immunization records, parent permission forms, etc.)
- **Program files** (written policies, record of evacuation drills, schedules, menus, activities, etc.)
- **Personnel files** (if you have employees)

Choose a handy place to keep records close to a area where you can sit and work. Keep your records up-to-date. The most efficient way is to spend a few minutes each day so your records are always current.

Opening a separate business checking account lets you keep business expenses separate from



personal expenses. At tax time you will already have business expenses separated out.

Keep a receipt book and give parents a receipt for each payment. A receipt book is also useful for purchases where you may not get a cash register tape (for example, garage sales).

Income taxes

As a family child care provider you must file a tax return every year, whether your business has a profit or loss. Even small programs that are not licensed must file a return. Parents who claim the child care tax credit must report their provider's name and social security number; therefore IRS can identify providers who do not report their income.

Figuring income tax can be fairly easy with a little practice and good records of income and expenses. You can reduce your tax by using every legitimate expense or deduction.

Some expenses are a 100% business expense (for example, office supplies used only for child care). Other expenses are shared by business and family (for example, water and electricity). You can deduct "shared" expenses based on the percentage they are used for business. Some business related expenses you may be able to deduct are: insurance, legal and professional services, travel, car expenses, dues, publications, repairs, supplies, bank charges, depreciation on your home, food for children. For final answers on what expenses you can deduct ask the IRS or an accountant.

The Internal Revenue Service (IRS) has free publications such as *Tax Guide for Small Businesses* and *Business Use of Your Home*. IRS offices, post offices and libraries often

have tax publications. You can order publications on the IRS toll-free number, 800-829-3676. The IRS toll-free number for tax questions is 800-829-1040.

Commercial publishers also have tax and business publications. One popular source is Redleaf Press which publishes *Family Day Care Tax Workbook*, *Basic Guide to Family Day Care Record Keeping* and *Calendar-Keeper*. Request a free catalog from Redleaf Press. (See Directory.) Resource and referral agencies may also sell these publications.

Insurance

Liability insurance protects child care providers from financial loss if a child is injured while in their care. Although licensing does not require liability insurance for home providers, many want the protection. Most homeowner's policies do not cover claims related to child care. Ask your insurance agent about your coverage. If it does not cover child care, you have several options for purchasing liability insurance. Some companies will add additional liability insurance as a "rider" to a homeowner's policy. The premium is usually reasonable, but coverage may be limited. Some companies provide commercial liability and accident insurance that is more expensive.

Remember that state law requires all motor vehicle operators to have automobile liability insurance.

Accident, health, or disability insurance is available through some associations such as the National Association for the Education of Young Children and the Adults and Childrens Alliance.



FAMILY CHILD CARE AS A PROFESSION

If you think of yourself as a child care professional, you will find your work more satisfying. Quality child care results from a commitment to high standards and to steadily increasing skills and knowledge. Professionals aim for more than just meeting minimum requirements.

Providers committed to quality care may earn a credential such as the Child Development Associate (CDA), an early childhood degree, or get accredited by a professional organization such as the National Association for Family Child Care (NAFCC). As a caregiver with a professional outlook you will:

Take an organized approach to business

- Have written policies and contracts
- Keep complete, accurate records

Take responsibility for effective communication with parents

- Have a clear understanding about policies
- Form a partnership with parents
- Talk to parents daily about their child's activities
- Encourage parent involvement
- Discuss concerns when they first develop

Increase your knowledge about child care and development

- Attend classes, workshops, conferences
- Learn from child care books, magazines, videos
- Participate in professional organizations

Networking with other professionals can give you valuable support. Joining groups such as the Alaska Family Child Care Association and the National Association for the Education of Young Children and taking advantage of training opportunities are excellent ways to expand your knowledge and skills.

Many organizations promote quality child care. They provide information, training, networking, and financial aid. Some are listed below.

- Alaska Division of Family and Youth Services
- Anchorage Dept. of Health and Human Services Child Care Unit (Municipality of Anchorage child care licensing)
- Child care resource and referral agencies
- Alaska Family Child Care Association (state and local groups)
- National Association of Family Child Care
- National Association for the Education of Young Children (national, state and local groups)
- Child Care Food Program (directed by Alaska Department of Education and local sponsors)
- Alaska Dept. of Community and Regional Affairs, Child Care Programs (Day Care Assistance Program, Child Care Grants)
- University of Alaska Early Childhood Education Program

Good Luck!

The Division of Family and Youth Services, with our family centered philosophy, looks forward to working with you to protect and nurture young Alaskans.



Checklist for Family Child Care Home License Applicants

Submit the following documents to the Division of Family and Youth Services

- ☐ Application for a Family Child Care Home License (Form 06-9247)
- ☐ Parent policy brochure. (You may use either sample form 06-9233 or design your own brochure that includes the required information)
- ☐ Emergency evacuation plan
- ☐ Sample activity plan

A licensor will visit your home; some things the licensor checks are:

- ☐ Smoke detectors and fire extinguishers on each level of your home
- ☐ First aid supplies available
- ☐ First aid procedures posted
- ☐ Emergency telephone numbers posted by the phone
- ☐ Flashlight or other emergency light
- ☐ Adequate supply of appropriate toys and equipment
- ☐ Hazardous materials and guns and ammunition stored safely
- ☐ Sanitation, including safe drinking water and sewage disposal
- ☐ Child care space planned, both indoors and outdoors
- ☐ Individual storage areas for children's belongings
- ☐ Files set up for required records

Have the following documents available for review by a licensor:
(You will not have some of these until you have children in care)

- ☐ First aid and CPR training certificate
- ☐ Tuberculin clearance for each caregiver and household resident over age 16
- ☐ Child and caregiver attendance record
- ☐ Emergency Child Record (Form 06-9108) for each child in care
- ☐ Immunization record for each child in care
- ☐ Record of monthly evacuation drills

The following documents are needed only if they apply to your program:

- ☐ Parent permission for spanking, if your policy allows spanking
- ☐ Parent authorization for administering medicine
- ☐ Parent permission for field trips and transportation
- ☐ Plan of care for a child with special needs
- ☐ If you have an employee or regular volunteer, a job application, job description and 3 references



Checklist for Family Child Care GROUP HOME License Applicants

Submit the following documents to the Division of Family and Youth Services

- _____ Application for a Family Child Care Group Home License (Form 06-9246)
- _____ Parent policy brochure. (You may use either sample form 06-9233 or design your own brochure that includes the required information)
- _____ Emergency evacuation plan
- _____ Sample activity plan
- _____ Criminal justice information clearance for administrator
- _____ Fire safety approval from Alaska Dept. of Public Safety or their designee

A licensor will visit your home; some things the licensor checks are:

- _____ Smoke detectors and fire extinguishers on each level of your home
- _____ First aid supplies available
- _____ First aid procedures posted
- _____ Emergency telephone numbers posted by the phone
- _____ Flashlight or other emergency light
- _____ Adequate supply of appropriate toys and equipment
- _____ Hazardous materials and guns and ammunition stored safely
- _____ Sanitation, including safe drinking water and sewage disposal
- _____ Child care space planned, both indoors and outdoors
- _____ Individual storage areas for children's belongings
- _____ Files set up for required records
- _____ 35 square feet of indoor space and 75 square feet of outdoor space per child

Have the following documents available for review by a licensor:

(You will not have some of these until you have children in care)

- _____ First aid and CPR training certificate
- _____ Tuberculin clearance for each caregiver and household resident over age 16
- _____ Child and caregiver attendance record
- _____ Emergency Child Record (Form 06-9108) for each child in care
- _____ Immunization record for each child in care
- _____ Record of monthly evacuation drills

The following documents are needed only if they apply to your program:

- _____ Parent permission for spanking, if your policy allows spanking
- _____ Parent authorization for administering medicine
- _____ Parent permission for field trips and transportation
- _____ Plan of care for a child with special needs
- _____ If you have an employee or regular volunteer, a job application, job description and 3 references



FAMILY CHILD CARE HOMES

SUMMARY OF STATE LICENSING REQUIREMENTS

STAFF/CAREGIVERS

Are at least 18 years old
Have no physical, mental, or substance abuse problem that affect children's health and safety
Have an annual tuberculosis test
No felony, crime of violence or sex crime in last 10 years
Have five hours of training each year
Are able to care for children in a safe, healthy way

SAFETY

Caregiver with first aid and CPR training is always present
Home is free of hazards, inside and out
Medicine, poisons and hazardous items are stored safely
Guns and ammunition are stored separately and safely
First aid supplies are available
First aid procedures are posted
Emergency numbers are posted by the telephone
Child care license is posted
Electric outlets have child proof cover caps
Emergency information card is kept for each child
Children are always supervised

FIRE SAFETY

Each level of home has a smoke detector and fire extinguisher
Stoves and heaters are safe and are not in sleeping areas, exits, or corridors
Children are cared for on the 1st or 2nd floor or daylight basement
Home has a written emergency evacuation plan
Emergency evacuation drill is conducted every month
Home has 2 separate exits

HEALTH

Immunization records are kept for each child
Drinking water is safe
Sewage and garbage are disposed of properly
Smoking is not permitted while children are in care
All medicine is provided by parents
Medicine is given only with parent permission
Food storage, preparation and handling is sanitary

EQUIPMENT AND SUPPLIES

Furniture and equipment are safe and durable

Toys are adequate and varied

Children have individual storage space for belongings
Children under 6 have cot, mat or bed and clean bedding
Diapering and toileting supplies are sanitary

NUTRITION AND FOOD

Meals and snacks are nutritious
Children have at least one meal every 5 hours
Children have morning and afternoon snacks

NUMBER OF CHILDREN IN CARE

(Including children related to caregivers)
At least 1 adult caregiver
No more than 8 children under 12 years
No more than 3 children under 30 months
No more than 2 non-walking children
No more than 5 children in night time care

PROGRAM

Promotes children's healthy development
Includes quiet and active, group and individual, indoor and outdoor activities
TV and video watching are limited to children's programs and do not exceed 1 hour out of 4
High risk activities are not allowed (for example, riding all-terrain vehicles)
Parent permission is required for moderate risk activities (for example, trips to the beach)

DISCIPLINE

Is appropriate, explained to the child, and administered immediately
Is not cruel, humiliating, or damaging
Is not related to food, rest, toileting, or removal from other children for more than 10 minutes
No corporal punishment is allowed for newborns, infants or children with special needs
Spanking is allowed only with written parent permission and within specified limits

PARENTS

Have access to their child at all times
Are encouraged to visit
Receive written child care policies



FAMILY CHILD CARE GROUP HOMES: SUMMARY OF STATE LICENSING REQUIREMENTS

STAFF/CAREGIVERS

Have no physical, mental, or substance abuse problem that affect children's health and safety
Have an annual tuberculosis test
No felony, crime of violence or sex crime in last 10 years
Have five hours of training per year
Are at least 18 years of age
Administrator is at least 21 years of age
Administrator has a criminal history clearance

SAFETY

Home is free of hazards, inside and out
Caregiver with first aid and CPR training is always present
Medicine, poisons and hazardous items are stored safely
Guns and ammunition are stored separately and safely
First aid supplies are available
First aid procedures are posted
Emergency numbers are posted by the telephone
Child care license is posted
Emergency information card is kept for each child
Children are always supervised
Electric outlets have child proof cover caps

FIRE SAFETY

Home meets standards of fire prevention authorities
Home has a written emergency evacuation plan
Emergency evacuation drill is conducted every month

HEALTH

Immunization records are kept for each child
Drinking water is safe
Sewage and garbage are disposed of properly
Smoking is not permitted while children are in care
All medicine is provided by parents
Medicine is given only with parent's permission
Food storage, preparation and handling is sanitary

EQUIPMENT AND SUPPLIES

Furniture and equipment are safe and durable
Toys are adequate and varied
Children have individual storage space for belongings
Children under 6 have cot, mat or bed and clean bedding
Diapering and toileting supplies are sanitary

SPACE

35 square feet of usable indoor space per child
75 square feet of outdoor play space per child

NUTRITION AND FOOD

Meals and snacks are nutritious
Children have at least one meal every 5 hours
Children have morning and afternoon snacks

NUMBER OF CHILDREN IN CARE

(Including children related to caregivers)
2 caregivers
No more than 12 children under 12 years old
No more than 5 children under 30 months
No more than 4 non-walking children
One experienced caregiver may care for 10 children if none are under 30 months
One experienced caregiver may care for 12 children if all are school aged
No more than 5 children in night time care

PROGRAM

Promotes children's healthy development
Includes quiet and active, group and individual, indoor and outdoor activities
TV and video watching are limited to children's programs and does not exceed 1 hour out of 4
High risk activities are not allowed (for example, riding all-terrain vehicles)
Parent permission is required for moderate risk activities (for example, trips to the beach)

DISCIPLINE

Is appropriate, explained to the child, and administered immediately
Is not cruel, humiliating, or damaging
Is not related to food, rest, toileting, or removal from other children for more than 10 minutes
No corporal punishment is allowed for newborns, infants or children with special needs
Spanking is allowed only with written parent permission and within specified limits

PARENTS

Have access to their child at all times
Are encouraged to visit
Receive written child care policies

DIRECTORY



Child Care Licensing

Division of Family and Youth Services (DFYS)

For licensing information, contact the nearest DFYS Family Services Office. If there is no Office in your community, contact the Regional Office.

DFYS State Office
PO Box 110630
Juneau, AK 99811-0630
(907) 465-3170

Southeast Field Offices

Southeast Regional Office
Wildmeadow Bldg., Ste 305
10002 Glacier Highway
Juneau, AK 99801
(907) 790-3221

Craig Family Services
PO Box 254
Craig, AK 99921
(907) 826-3266

Haines Family Services
PO Box 189
Haines, AK 99827
(907) 766-2608

Juneau Family Services
Wildmeadow Bldg., Ste. 100
10002 Glacier Highway
Juneau, AK 99801
(907) 790-3053

Ketchikan Family Services
State Bldg., Room 201
415 Main Street
Ketchikan, AK 99901
(907) 225-6611

Petersburg Family Services
PO Box 1089
Petersburg, AK 99833
(907) 772-3565

Sitka Family Services
210 A Moller Street
Sitka, AK 99835
(907) 747-8608

Wrangell Family Services
PO Box 970
Wrangell, AK 99929
(907) 874-3789

Southcentral Field Offices

Southcentral Regional Office
550 West 8th Ave., Ste. 304
Anchorage, AK 99501
(907) 265-5095

Anchorage Family Services
550 West 8th Ave., Ste. 300
Anchorage, AK 99501
(907) 276-1450

Cordova Family Services
PO Box 1688
Cordova, AK 99574
(907) 424-7133

Dillingham Family Services
Bristol Inn Mall
PO Box 1290
Dillingham, AK 99576
(907) 842-2341

Eagle River Family Services
Parkgate Bldg., Ste. 113
11723 Old Glenn Highway
Eagle River, AK 99577
(907) 694-9546

Glenallen/Copper Center Family Services
PO Box 314
Copper Center, AK 99573
(907) 822-3089

Homer Family Services
Lakeside Mall
3858 Lake St., Ste. 1
Homer, AK 99603
(907) 235-7114

Kenai Family Services
110 Trading Bay, Ste. 160
Kenai, AK 99611
(907) 283-3136

Kodiak Family Services
Griffin Bldg., Ste. 215
316 Mission Road
Kodiak, AK 99615
(907) 486-6174

Mat-Su Family Services
268 East Fireweed
Palmer, AK 99645
(907) 745-1701

Naknek Family Services
PO Box 52
Naknek, AK 99633
(907) 246-6642

Seward Family Services
PO Box 148
Seward, AK 99664
(907) 224-5236

St. Paul Family Services
PO Box 213
St. Paul, AK 99660
(907) 546-2220

Unalaska Family Services
General Delivery
Unalaska, AK 99685
(907) 581-1236

Valdez Family Services
PO Box 750
Valdez, AK 99686
(907) 835-4789

Northern Field Offices

Northern Regional Office
751 Old Richardson Highway
Number 300
Fairbanks, AK 99701-7899
(907) 451-2650

Aniak Family Services
PO Box 149
Aniak, AK 99557
(907) 675-4377



Barrow Family Services
PO Box 1079
Barrow, AK 99723
(907) 852-3397

Bethel Family Services
PO Box 328
Bethel, AK 99559
(907) 543-3141

Delta Family Services
PO Box 686
Delta Junction, AK 99737
(907) 895-4452

Fairbanks Family Services
751 Old Richardson Highway
Number 300
Fairbanks, AK 99701-7899
(907) 451-2650

Fort Yukon Family Services
PO Box 149
Fort Yukon, AK 99740
(907) 662-2331

Galena Family Services
PO Box 239
Galena, AK 99741
(907) 656-1667

Kotzebue Family Services
PO Box 370
Kotzebue, AK 99752
(907) 442-3226

Kwigillingok Family Services
PO Box 69
Kwigillingok, AK 99622
(907) 588-8627

McGrath Family Services
PO Box 81
McGrath, AK 99627
(907) 524-3848

Mountain Village Family Services
PO Box 155
Mountain Village, AK 99632
(907) 591-2613

Nenana Family Services
PO Box 444
Nenana, AK 99760
(907) 832-5204

Nome Family Services
PO Box 910
Nome, AK 99762
(907) 443-5247

Tok Family Services
PO Box 169
Tok, AK 99780
(907) 883-4692

Child Care Licensing Municipality of Anchorage

Anchorage Dept. of Health &
Human Services, Child Care Unit
P.O. Box 196650
Anchorage, AK 99519-6650
(907) 343-4657

Alaska Business License

Alaska Dept. of Commerce and
Economic Development
Division of Occupational Licensing
P.O. Box 110806
Juneau, AK 99811-0806
(907) 465-2550

Child Care Assistance Program

Alaska Dept. of Community and
Regional Affairs
Child Care Programs
333 West 4th Avenue, Suite 220
Anchorage, AK 99501-2341
(907) 269-4670

Child Care Food Program

Alaska Dept. of Education
Attn: Suzy Greeley
801 W. 10th Street, Suite 200
Juneau, AK 99801-1894
(907) 465-8711

Child Care Grant Program

Alaska Dept. of Community and
Regional Affairs
Child Care Programs
333 West 4th Avenue, Suite 220
Anchorage, AK 99501-2341
(907) 269-4670

Child Care Resource & Referral Agencies

Child Care Connection
201 Barrow St., Ste. 103
Anchorage, AK 99501
(907) 278-4588

Child Care Options
1401 Kellum Street
Fairbanks, AK 99701
(907) 456-2866

Child Care Resources
9095 Glacier Highway
Juneau, AK 99801
(907) 789-5523

Criminal History Clearance

Alaska Dept. of Public Safety,
Records and Identification
5700 E. Tudor Rd.
Anchorage, AK 99507
(907) 269-5790

Environmental Health

Alaska Dept. of Environmental
Conservation, Division of Environ-
mental Health
410 Willoughby Ave, Ste. 105
Juneau, AK 99801-1795
(907) 564-5280

Fire Safety

Alaska Division of Fire Prevention
State Fire Marshal
5700 E. Tudor Rd.
Anchorage, AK 99507-1225
(907) 269-5491



Alaska Division of Fire Prevention
Southcentral Region
5700 E. Tudor Rd.
Anchorage, AK 99507-1225
(907) 269-5604

Alaska Division of Fire Prevention
Southeastern Region
P.O. Box 111200
Juneau, AK 99811-1200
(907) 465-5522

Alaska Division of Fire Prevention
Northern Region
1979 Peger Rd.
Fairbanks, AK 99701-5298

Immunization

Alaska Division of Public Health
Section of Epidemiology
3601 "C" St., Suite 540
Anchorage, AK 99524-0249
(907) 561-4406

Selected Professional Associations

Action for Alaska's Children
2363 Captain Cook Drive
Anchorage, AK 99517

Adults & Childrens Alliance
2885 Country Drive, Suite 165
St. Paul, MN 55117
(612)-481-9320; 800-433-8108

Alaska Association for the Education of Young Children
1805 Bunker
Anchorage, AK 99503
(907) 274-7793

Alaska Family Child Care Assoc.
1569 S. Bragaw, Suite 102
Anchorage, AK 99508
(907) 344-5437

Council for Early Childhood
Professional Recognition
CDA Assessment System
1718 Connecticut Avenue, N.W.,
Suite 500
Washington, D.C. 20005
800-424-4310; (202) 265-9090

Kidpak
P.O. Box 22156
Juneau, AK 99802

National Association for Family
Child Care (NAFCC)
725 15th St., N.W., Suite 505
Washington, D.C. 20005
800-359-3817; (202) 347-3356

National Association for the
Education of Young Children
(NAEYC)
1509 16th Street, N.W.
Washington, D.C. 20036-1426
800-424-2460; (202) 232-8777

Selected Sources for Books and Supplies

Constructive Playthings
1227 East 119th St.
Grandview, Missouri 64030
800-448-4115

Lakeshore Learning Materials
2695 E. Dominguez St.
P.O. Box 6261
Carson, CA 90749
800-421-5354

National Association for the
Education of Young Children
(NAEYC)
1509 16th St., N.W.
Washington, DC 20036-1426
800-424-2460; (202) 232-8777

Redleaf Press
450 North Syndicate, Suite 5
St. Paul, MN 55104-4125
1-800-423-8309

Wildwood Resources
9085 East Mineral Circle, Suite 300
Englewood, CO 80112
1-800-359-9453 (including AK)

University of Alaska -- Early Childhood Programs

University of Alaska, Anchorage
Attn: Jan Porterfield
3211 Providence Dr.
Anchorage, AK 99508-4675
(907) 786-1437

University of Alaska, Fairbanks
Attn: Jo Kuykendall
UAF Downtown Center, 510
Second Avenue
Fairbanks, AK 99701
(907) 474-6658

University Alaska, Southeast
Attn: Kay Greenough
11120 Glacier Avenue
Juneau, AK 99801
(907) 465-6417



For information contact:
Alaska Department of Health and Social Services
Division of Family and Youth Services
P.O. Box 110630
Juneau, Alaska 99811-0630
Phone (907) 465-3170